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Job details

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Bulletin Number 32520BR

Type of Recruitment Transfer Opportunity

Department Auditor-Controller

Position Title INTERMEDIATE CLERK

Filing Type Standard

Filing End Date 03/07/2014

Filing End Time 5:00 pm PST

General Information The Department of Auditor-Controller is seeking a well-qualified and highly motivated individual to fill the position of Intermediate Clerk in the Warrant Processing and Control Section of the Disbursements Division. The position reports to a Payroll Specialist II, Auditor-Controller.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Intermediate Clerk or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please attach the required documents along with your resume. If you are unable to attach the required documents online, you may fax them to (213) 947-4848. Please include your name and bulletin number on all faxed documents.

All materials submitted will be evaluated; however, only the most qualified individuals will

be invited to participate in an interview.**Desirable
Qualifications**

- Ability to work independently with minimal instructions;
- Ability to adapt to new and/or changed assignments and circumstances with short notice;
- Good verbal and written communication skills;
- Strong interpersonal skills;
- Willingness to take on additional assignments when necessary; and
- Proficiency in Microsoft Excel and Word.

Duties

- Controlling the ordering, distributing, and safekeeping of blank EBT card stock.
- Monitoring and verifying returned EBT cards and updating their status.
- Checking in and reconciling warrants and vouchers from the Internal Services Department (ISD).
- Pulling, balancing, and releasing payroll warrants.
- Tracking and recovering missing warrants.
- Performing check verification for banks and check cashing agencies.
- Responding to client departments' inquiries via email or by telephone.
- Opening, sorting, time stamping, and routing incoming mail; inserting, sealing, stamping, metering, and registering outgoing mail.
- Occasionally, serves as a messenger to deliver mail to the Hall of Administration.

**Vacancy
Information**

This vacancy is located in the Warrant Processing & Control Section of the Disbursements Division at 9150 East Imperial Hwy. L-22, Downey, CA 90242.

Available Shift Day

Contact Name Jaime Hernandez

Contact Phone 213-974-0387

Contact Email jhernandez@auditor.lacounty.gov

Job Field Clerical

Job Type All Others

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